GOVERNMENT OF KERALA

Abstract

Electronics and Information Technology Department - Guidelines for assigning e-Office instances for implementing e-Office in Organisations - orders issued.

ELECTRONICS & INFORMATION TECHNOLOGY (IT CELL) DEPARTMENT

G.O.(Rt)No.247/2024/ITD Dated,Thiruvananthapuram, 23-12-2024

Read:- 1. Letter from Director, Kerala State IT Mission numbered e-Office/15/2024-KSITM dated 05/12/2024

ORDER

As per the letter read as first above, Director, Kerala State IT Mission requested to issue guidelines for assigning e-Office instances for implementing e office in Organisations.

2. Government have examined the matter in detail and are pleased to issue the following guidelines,

Guidelines for assigning e-Office instances for implementing e-Office in Organisations

1. The requests by organizations, for implementing e-Office, may be submitted to the Kerala State IT Mission.
2. Organizations under the categories of PSUs, Boards, Corporations, Autonomous Bodies, Societies, Statutory Bodies, Apex Bodies, and PMUs will be assigned '*eofficepsu.kerala.gov.in*' instance.
3. Universities will be assigned the *eofficeuniversities.kerala.gov.in* instance.
4. Exclusive instances like *https://e-kla.kerala.gov.in* (instance of the Kerala Legislative Assembly) and *ekeralarajbhavan.kerala.gov.in* (instance of Raj Bhavan) could be created with the approval of the Government, if needed, under the license intended for implementing e-Office in State Government Departments.
5. Sub Offices linked under departments, where e -Office has already been implemented, will be assigned the same instance as the main

office.

6. No request, to include PSUs, Boards, Corporations, etc., in the parent department's instance, will be considered.
7. Approval of Govt shall be obtained for assigning e-Office instance for any organization that does not fall under the above categories.
8. The existing structure of e-Office instances will be continued as such, as restructuring is not feasible.

(By order of the Governor)
RAJESH KUMAR M
ADDITIONAL SECRETARY

To:
Director, Kerala State IT Mission, Thiruvananthapuram
Personnel and Administrative Reforms department
All Heads of Departments/PSU/Boards/Corporations
Stock File/Office Copy

Forwarded /By order
Signed by
Kiran M
Date: 23-12-2024 12:43:01
Section Officer